



THE PORT OF NEW YORK AUTHORITY

111 Eighth Avenue - at 15th Street, New York, N.Y. 10011

World Trade Department

Guy F. Tozzoli, Director

Richard C. Sullivan, Director, The World Trade Center

Malcolm P. Levy, Chief, Planning & Construction Division Telephone (212) 620-8233

Recd 5/15/68
Gene Pace

GENERAL INSTRUCTIONS TO CONTRACTOR
FOR WORLD TRADE CENTER CONTRACTSTo Prime Contractors

The following information is directed to your attention in order that you may acquaint yourself with the procedure the Port Authority desires to follow upon execution of the contract.

After execution of the contract, you are requested to direct communications as follows:

Subject MatterAddresseeCopies

All correspondence pertaining to administration of contract other than that specifically required below to be directed elsewhere. This includes correspondence on contract changes, matters pertaining to field problems, including changes stemming from field conditions, job progress and schedule.

To: Mr. J. Endler,
Assistant Vice-Pres.,
Tishman Realty &
Construction Co., Inc.
11th Floor, 30 Church
Street, New York, N.Y.
10007

Submit original and
one copy to Mr. Endler
and two copies to
Mr. Monti

All correspondence pertaining to administration of contract which involves additional expenditures or credits, requests for approval of subcontractors, and notification for off-site inspection of materials and equipment, etc.

To: Mr. R.M. Monti,
Construction Manager,
Room 1119, The Port
of New York Authority,
30 Church Street,
New York, N.Y. 10007

Submit original and
two copies to
Mr. Monti and one
copy to Mr. Endler.



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Subject Matter

Addressee

Copies

Shop drawings and catalog cuts.

1 Sepia, 11 Prints - Tishman
1 Print - Alcoa
1 Print - Sparks.

To: Mr. Marvin Altman,
Architectural Coor.,
Tishman Realty & Con-
struction Co., Inc.
11th Floor, 30 Church
Street, New York,
N.Y. 10007

For information on
number of copies of
shop drawings, size
required, etc., see
Contract Specification
clause entitled, "Work-
ing Drawings and Catalog
Cuts." Submit original
drawings to Mr. Altman,
one copy of each
transmittal letter to
Mr. Monti, and one copy
to Mr. H.A. Tessler,
Manager, Project Planning,
Room 300, The Port of
New York Authority, 111
Eighth Avenue, New York,
N.Y., 10011.

Approval of equipment and
material including samples,
purchase orders, lists of
materials and equipment pro-
posed to be furnished under
the contract and proposals
for substitutions for speci-
fied material or equipment.

To: Mr. Monti

Direct original copy
of all correspondence
to Mr. Monti, one copy
to Mr. Tessler, and one
copy to Mr. Endler. For
further instructions on
inspection of material
see clauses of specifica-
tions entitled "Inspec-
tions and Rejections"
and "Workmanship and
Materials".

Insurance Matters

To: Mr. Charles F.
Levinson, Insurance
Manager, Room 1005
The Port of New York
Authority, 111 Eighth
Avenue, New York, N.Y.
10011

Direct original to
Mr. Levinson, with
copies to Mr. Monti, and
Mr. Endler.

A report of all accidents
arising in connection with
the work must be made to
the Port Authority.

To: Mr. W.F. Gillespie,
Claims Attorney, Room
1163, The Port of New
York Authority, 111
Eighth Avenue, New
York, N.Y. 10011

Direct original to
Mr. Gillespie with
copies to Mr. Monti
and Mr. Endler.

Please note the following requirements:

1. Under the clause of the contract entitled "Inspections and Rejections", you are required to furnish lists of material and equipment furnished under the contract. Such lists of material and equipment to be installed under the contract must bear the vendor's name, manufacturer's name, trade name, style designation, catalog number and any other information necessary to completely identify the item.
2. All lists of materials and equipment must be submitted within ninety days from receipt of letter of acceptance of contract.
3. Requests for changes in materials and equipment from those specifically mentioned in the contract specifications must be submitted within a minimum of forty-five days of the approved date the contractor's schedule specifies as the time for implementation for the particular item.
4. All correspondence, shop drawings, purchase orders, samples, catalog cuts, etc., must bear the Port Authority contract number and be referenced to specification section.
5. All correspondence must come to the Port Authority or Tishman Realty & Construction Co. Inc., through you as the prime contractor. Correspondence submitted directly to the Port Authority or Tishman by subcontractors or materialmen will be given no consideration.
6. Request for approval of material and equipment will not be honored and no inspection made until the subcontractor placing orders for such material or equipment has been approved.
7. You are requested to prepare a list of the shop drawings, catalog cuts and samples which will be submitted for approval as required by the specifications. This list should be sent by you to Mr. Altman, with copies to Mr. Monti and Mr. Tessler with dates indicating when you will submit the items for approval. The dates which you establish on this list should be those which you feel necessary in order to meet the required completion date for all work under the contract. It is requested that this list be submitted within forty-five days of receipt of this letter.

Also a list of items which will be inspected at source will be developed jointly within ninety days of the date of this letter.

8. In order that work under the contract may proceed expeditiously, it is urgent that you submit the names of your subcontractors for approval without delay. Forms requesting approval of subcontractors must include the following information:
 - A. Name and address of subcontractor.
 - B. The amount of the subcontract, including the analysis of the subcontractor's bid on forms furnished by the Port Authority. No approval of the subcontractor will be issued without the analysis of subcontractor's bid.

- C. An accurate description of the work involved.
- D. Three references on work of similar nature previously performed by subcontractor.



Malcolm P. Levy, Chief
Planning & Construction Division
The World Trade Center

Att.